

2008-2009

VAAP VGLA VSEP Test Administration

Student Data Upload File Requirements

A detailed description of the demographic data collected as part of the Virginia Alternate and Alternative Assessment Programs.

Updated: November 14, 2008

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Student Data Upload (SDU) File Requirements

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Introduction

The main purpose of this document is to identify and define the data fields included in a student assessment record for the 2008-2009 VAAP VGLA VSEP Test Administrations. School divisions have the option to a) electronically upload their student assessment records as a Student Data Upload (SDU) file into the PEMSolutions web-based system via a process called *Student Data File Submission* or b) manually code their student assessment records in PEMSolutions by using the various Test Setup and Student Registration screens. **Please note: VSEP records for collections that are to be scored at the end of the Fall 2008 semester (in January 2009) must be entered no later than December 5, 2008. All other VAAP, VGLA, and VSEP records may be entered after January 5, 2009.**

School divisions are strongly encouraged to use the electronic *Student Data File Submission* process to help eliminate manual data entry errors; however, it is not a requirement. Detailed directions regarding how to complete the *Student Data File Submission* process are available in Appendix D of this document.

Change Log

The following table contains a record of changes made to the SDU File Requirements document.

No.	Date	Description
01	011/03/08	Initial draft rolled over from 2007-2008 Pp 1-2 Changed dates for VSEP records entered P 2, 6 Race/Ethnicity now bold, required P 5 VGLA Grade 8 Science (1995) and VGLA Grade 8 History and Social Science removed P 6 Changed values of Title 1/TAS 1 - Reading 2 - Math 3 - Reading & Math 4 - Science
02	11/14/08	Changed remaining dates from 2007-2008 to 2008-2009 Changed reference to vsprng08 to vsprng09

Preparing a Student Data Upload (SDU) File

When preparing an SDU file, the file must be formatted as a comma separated values (CSV) file. The order and length of the data fields and the types of characters in the data fields must follow the descriptions provided in this document, and any header rows must be removed from the file prior to being uploaded. For example, if the Student Data Upload File Template (a MS Excel spreadsheet) is used to prepare the SDU file, the header row (row 1) must be deleted and the final version must be saved as a CSV file.

The following naming convention is recommended for an SDU file: CCTYYDDDD.csv where CC refers to the administration type (VV=VAAP VGLA VSEP), TT refers to the test administration (SP=Spring), YY refers to the year (YY=08), and DDD refers to your 3-digit division code. The filename extension must be .csv, and the pathname of the file must not include any periods. For example, C:\D.Smith\VVFA07.csv needs to be C:\D.Smith\VVFA07.csv.

Separate SDU files must be created for the different test administrations (e.g. a Spring Writing SDU file and VAAP VGLA VSEP SDU file); however, multiple files may be uploaded for each single administration. For example, divisions may wish to submit files separately by school rather than submitting one large division file. Regardless of the number of schools or students represented in a file, divisions are encouraged to submit SDU files at the division level in PEMSolutions for consistency. If uploading SDU files at levels other than the division level, users must remember to return to each specific level to review individual SDU file status and correct any errors.

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Note for SDU Files containing VSEP Term Graduates and students on block schedules:

Students defined as Term Graduates (attempting to accrue sufficient verified credits to graduate by August 31, 2009) or students on block schedules may submit VSEP CWC's in December and January to be scored in January. These students must be registered for VSEP tests by **December 5, 2008**. A student record must be uploaded in the 2008-2009 VAAP VGLA VSEP Test Administration SDU file for each VSEP test a student will be administered. This could result in multiple records in a file for a student taking more than one VSEP test during an administration.

While not all student data fields are required to be entered prior to testing, school divisions are encouraged to include as many fields as possible in the submitted student data file so that manual entry of data is reduced as much as possible.

Field Preparation for Exports from Student Information Systems:

Export the data from your student information system into these specific fields and in the following order:

Fields shown in **Bold** are required and represent the minimum fields to be included in a Student Data Upload file.

Fields shown as underlined are student-specific fields and should not vary among records for a given student.

- | | |
|---|---|
| 1. Administration | 28. X-Code-C (not used at this time; leave blank) |
| 2. <u>Student Last Name</u> | 29. <u>SOA Adjustment-LEP</u> |
| 3. <u>Student First Name</u> | 30. SOA Adjustment-Transfer |
| 4. <u>Middle Initial</u> | 31. AYP Adjustment-A |
| 5. Login ID (not used for this administration; leave blank) | 32. AYP Adjustment-B |
| 6. <u>Division Code</u> | 33. AYP Adjustment-C |
| 7. <u>School Code</u> | 34. AYP Adjustment-D |
| 8. Test Code | 35. <u>CTE & Tech Prep Program</u> |
| 9. Group Name | 36. <u>CTE – Single Parent</u> |
| 10. Group Code | 37. <u>CTE – Displaced Homemaker</u> |
| 11. <u>Date of Birth</u> | 38. <u>CTE – Nontraditional Career</u> |
| 12. <u>Grade</u> | 39. Special Code-A (not used at this time; leave blank) |
| 13. <u>Gender</u> | 40. Special Code-B (not used at this time; leave blank) |
| 14. <u>State Testing Identifier (STI)</u> | 41. Special Code-C (not used at this time; leave blank) |
| 15. <u>Race/Ethnicity</u> | 42. <u>RP-Code</u> |
| 16. Student Number | 43. <u>Local Use Data</u> |
| 17. <u>Title I/TAS</u> | 44. Online Testing (not used at this time; leave blank) |
| 18. <u>Student Category – Migrant</u> | 45. Recovery |
| 19. <u>Student Category – Homeless</u> | 46. Retest |
| 20. <u>Student Category – Neglected or Delinquent</u> | 47. D-Code |
| 21. <u>N-Code/Economically Disadvantaged</u> | 48. <u>Term Grad</u> |
| 22. <u>LEP Status Code</u> | 49. VGLA |
| 23. <u>LEP Proficiency Code</u> | 50. <u>VAAP</u> |
| 24. <u>Disability Status-Section 1</u> | 51. VSEP |
| 25. <u>Disability Status-Section 2</u>
(This field is no longer needed; please review the field description on p 9.) | 52. Y-Code-A (not used at this time; leave blank) |
| 26. X-Code-A (not used at this time; leave blank) | 53. Y-Code-B (not used at this time; leave blank) |
| 27. X-Code-B (not used at this time; leave blank) | 54. Y-Code-C (not used at this time; leave blank) |
| | 55. End of Record |

Field Definitions

1. **Administration (REQUIRED):** This field must contain the code representing the administration for which the student is being registered (vsprng09). This field is case sensitive.
2. **Student Last Name (REQUIRED):** This field must contain the student's last name. If the student's last name is longer than 11 characters and/or contains any spaces, accents, or special characters (e.g., - , ` ~ ; ; ') , the last name will be revised in the following manner: First, any spaces, accents, and special characters will be removed. Second, if the remaining characters total more than 11, the name will be truncated to 11 characters. For example, Smith, Jr. would result in SMITHJR being uploaded.
3. **Student First Name (REQUIRED):** This field must contain the student's first name. If the student's first name is longer than 9 characters and/or contains any spaces, accents, or special characters (e.g., - , ` ~ ; ; ') , the student's first name will be revised in the following manner: First, any spaces, accents, and special characters will be removed. Second, if the remaining characters total more than 9, the first name will be truncated to 9 characters.
4. **Middle Initial:** The student's middle initial is not a required field. The limit is 1 character. Valid characters A-Z or blank. Do not use any spaces, special or accented characters in these fields.
5. **Login ID:** Not used for this test administration; leave this field blank.
6. **Division Code (REQUIRED):** This field must contain the three-digit division code that is assigned to your division by the state.
7. **School Code (REQUIRED):** This field must contain the four-digit school code that is assigned to a particular school by the state.
8. **Test Code:** This field should contain a valid test code (See tables below.) The test code represents the level and subject of the test that will be administered to the student. Submit a separate student record for each test administered. For example, if a student is taking Earth Science and Algebra I, that student will need two records, one for Earth Science and a second for Algebra I. If the Test Code field is left blank, a student will be registered for the administration but not assigned to a test and a pre-ID label will not be generated. Please note these Test Codes do not replace the Subject Codes used in the Student Data Extract files.

VAAP Test Codes	
Test Code	Description
VP1001	Grade 3 Reading
VP1003	Grade 3 Mathematics
VP1004	Grade 3 History & Social Science
VP1005	Grade 3 Science
VP1001	Grade 4 Reading
VP1003	Grade 4 Mathematics
VP1004	Grade 4 History & Social Science

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VP1001	Grade 5 Reading
VP1003	Grade 5 Mathematics
VP1004	Grade 5 History & Social Science
VP1005	Grade 5 Science
VP2001	Grade 6 Reading
VP2003	Grade 6 Mathematics
VP2004	Grade 6 History & Social Science
VP2001	Grade 7 Reading
VP2003	Grade 7 Mathematics
VP2004	Grade 7 History & Social Science
VP2001	Grade 8 Reading
VP2003	Grade 8 Mathematics
VP2004	Grade 8 History & Social Science
VP2005	Grade 8 Science
VP3001	Grade 11 Reading
VP3003	Grade 11 Mathematics
VP3004	Grade 11 History & Social Science
VP3005	Grade 11 Science

VSEP Test Codes	
Test Code	Description
8001	Grade 8 Reading Cumulative
8003	Grade 8 Mathematics Cumulative
8065	Grade 8 Reading
8075	Grade 8 Mathematics
EOC001	English: Reading (1995)
EOC002	English: Writing
EOC030	English: Reading (2002)
EOC020	Algebra I
EOC021	Geometry
EOC041	Algebra II (2001 Revised)
EOC013	Earth Science
EOC014	Biology
EOC015	Chemistry
EOC023	Virginia & U.S. History (2001)
EOC024	World History I (2001)
EOC025	World History II (2001)
EOC029	World Geography (2001)

VGLA Test Codes	
Test Code	Description
3005	Grade 3 Science
3033	Grade 3 History and Social Science
3060	Grade 3 Reading
3070	Grade 3 Mathematics
4061	Grade 4 Reading
4071	Grade 4 Mathematics
5005	Grade 5 Science
5062	Grade 5 Reading
5072	Grade 5 Mathematics
5090	Grade 5 Writing
6063	Grade 6 Reading
6073	Grade 6 Mathematics
7064	Grade 7 Reading
7074	Grade 7 Mathematics
8058	Grade 8 Science (2003)
8065	Grade 8 Reading
8075	Grade 8 Mathematics
8091	Grade 8 Writing
CSH033	Virginia Studies
CSH035	U.S. History to 1877
CSH036	U.S. History: 1877 to Present
CSH037	Civics & Economics

9. **Group Name (REQUIRED):** This field may contain a teacher name and period number, block number, or other common identifier. The maximum allowable length of this field is 20 characters, and valid characters are A-Z and 0-9. No special characters can be used. To reduce confusion, divisions are strongly encouraged not to duplicate group names. Divisions should consider how they prefer score reports to be organized when selecting group names. For example, if a teacher instructs several sections of Algebra I and it is preferred to generate separate sets of reports for each section, the naming convention may be "Slate Alg I Block 1" and "Slate Alg I Block 2". If it is preferred to generate a set of reports that includes all students in the sections belonging to the teacher, the naming convention could be "Slate Alg I".
10. **Group Code:** This field is an optional field available for use by divisions to further identify or track group information (e.g., course number, section number, period number, or other identifier). The group code will NOT appear on printed reports; however, the value will appear in the Student Data Extract file. The maximum allowable length of this field is 10 characters, and valid characters are A-Z and 0-9. No special characters can be used.

11. **Date of Birth (REQUIRED):** This field must contain the student's Date of Birth and must match the four other associated fields for the student within the Educational Information Management System (EIMS) including the student's Last Name, First Name, Gender, and STI. The format of this field must follow the convention **MMDDCCYY** where MM is the 2-digit month, DD is the 2-digit day, CC is the century, YY is the 2-digit year. For example, if a student's date of birth was September 02, 1986, it would be entered into this field as 09021986. Please supply leading zeros in the month and day fields where appropriate and include a 4-digit year.
12. **Grade (REQUIRED):** This field contains the student's grade level and must be one of the following values (leading zeros are required): **03, 04, 05, 06, 07, 08, 09, 10, 11, 12, TT**. Grade TT, or Test Taker, should be used for students not currently enrolled, but who already have sufficient standard credits to graduate and are returning to retake an EOC test for verified credit or retake the Grade 8 *Reading* and/or *Mathematics* tests to certify literacy and numeracy for the Modified Standard Diploma. Additionally, Grade TT may be completed for students who are beyond school age but are taking an SOL test for verified credit or to certify literacy and numeracy for the Modified Standard Diploma. Such students may be enrolled in a class within an adult education program.
13. **Gender (REQUIRED):** This field must contain the code representing the student's gender and match the four other associated fields for the student within EIMS including the student's Last Name, First Name, Date of Birth, and STI. The valid values for this field are one of the following:

F=Female or **M**=Male

14. **State Testing Identifier (STI) (REQUIRED):** This field must contain the student's STI as issued by EIMS and match the four other associated fields for the student within EIMS including the student's Last Name, First Name, Date of Birth, and Gender. Please contact your local EIMS Project Manager if you have students to be tested who have not yet been issued an STI.
15. **Race/Ethnicity (REQUIRED):** This two-character numeric field (a leading zero must be used) should contain a code representing the student's race/ethnicity. The value in this field may be one of the following:
- | | |
|---|---|
| 00 =Unspecified | 04 =Hispanic |
| 01 =American Indian or Alaska Native | 05 =White (Not of Hispanic Origin) |
| 02 =Asian | 06 =Native Hawaiian/Other Pacific Islander |
| 03 =Black (Not of Hispanic Origin) | |

If a student has a multi-ethnic background and does not identify with one of the groups listed, the value "00-Unspecified" may be selected.

16. **Student Number (Optional):** This field contains a locally assigned student number. Student numbers may be up to 12 digits in length. Leading or trailing zeros are not necessary unless utilized by your division. Starting in Spring 08, if this field is used, it must be populated for each test the student is taking.
17. **Title I/Targeted Assistance Services (TAS):** For students attending schools with schoolwide Title I programs, this field should **not** be completed. Otherwise, if the student is receiving Targeted Assistance Services (TAS) under Title I, this field should contain the code representing the subject area(s) in which the student is receiving assistance. The valid codes that may be submitted for this field are as follows:

- 1**=Reading
- 2**=Math
- 3**=Reading & Math
- 4**=Science

For more information, see the school division's Title I Coordinator or the DDOT. If the DDOT has additional questions, please contact the Title I Coordinator at VDOE for your Region as listed at

<http://www.doe.virginia.gov/VDOE/Instruction/title1/index.shtml>

18. Student Category-Migrant: This field should contain a **Y** if the student is classified as Migrant.

Definition: Student Category-Migrant

A child who is, or whose parent or spouse is a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work—

(A) has moved from one school division to another;

(B) in a State that is comprised of a single school division, has moved from one administrative area to another within such division; or

(C) resides in a school division of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Note: If a student is classified as Migrant, the student also should be coded as N-Code/Economically Disadvantaged due to the policy that as of July 1, 2005, students who meet the federal definition of migrant are considered categorically eligible for free or reduced-price meals.

19. Student Category-Homeless: This field should contain a **Y** if the student is classified as Homeless.

Definition: Student Category-Homeless

A child who is homeless and attending any school served by the local school division.

Note: If a student is classified as Homeless, the student also should be coded as N-Code/Economically Disadvantaged due to the policy that as of July 1, 2005, students who meet the federal definition of homeless are considered categorically eligible for free or reduced-price meals.

20. Student Category-Neglected or Delinquent: This field should contain a **Y** if the student is classified as Neglected or Delinquent.

Definition: Student Category-Neglected or Delinquent

A child in a local institution for neglected or delinquent children and youth or attending a community day program for such children.

21. N-Code/Econ Disadvantaged¹: This field should contain a **Y** if the student is classified as economically disadvantaged as described below:

Economically Disadvantaged

A student is economically disadvantaged if he/she:

(1) is eligible for free or reduced-price lunch;

(2) receives TANF (Temporary Aid for Needy Families); or

(3) is eligible for Medicaid.

¹ Required when either Student Category-Migrant or Student Category-Homeless is populated.

22. Limited English Proficient (LEP) Status Code: For students classified as LEP (see definition below), select the appropriate code to identify the student's level of services as of October 1st or thereafter of the current school year. The valid codes for LEP Status are as follows:

1= Receiving Services

2= Monitor Status-1st year

3= Monitor Status-2nd year

4=Identified as LEP but NOT receiving services

5=1st Year Post-Monitor Status

6=2nd Year Post-Monitor Status

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Definition: Limited English Proficient (LEP)

As of January 8, 2002, an LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act* of 2001. The law states:

An LEP student is classified as one:	
(A)	who is aged 3 through 21;
(B)	who is enrolled or preparing to enroll in an elementary school or secondary school;
(C)	(i.) who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant;
OR	
(ii.)	(I.) who is a Native American or Alaska Native, or a native resident of outlying areas; and (II.) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
OR	
(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;
AND	
(D)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual – (i.) the ability to meet the state's proficient level of achievement on state assessments described in section 1111(b)(3); (ii.) the ability to achieve successfully in classrooms where the language of instruction is English; or (iii.) the opportunity to participate fully in society.
[P.L. 107-110, Title IX, Part A, Sec. 901, (25)]	

- 23. LEP Proficiency Level:** Based on the student's English language proficiency placement classification as of October 1st or thereafter of the current school year, select the appropriate value for LEP Proficiency Level if the student's LEP Status (field #22) is set to 1=LEP and Receiving Services **OR** 4=Identified LEP but NOT receiving services.

- 1=Proficiency Level 1
- 2=Proficiency Level 2
- 3=Proficiency Level 3
- 4=Proficiency Level

- 24. Disability Status-Section 1:** The disability status field must be used for any student who is identified as having a disability. The disability status field must be used for any student who is taking a VAAP test, or any student taking a VGLA or VSEP Reading test and does NOT have a LEP status, or any student taking a VGLA or VSEP test other than Reading. Use categories 01 through 14 and category 16 for students who are eligible for services under the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) and who have Individualized Education Programs (IEPs). Use category 15 for "Otherwise Qualified Handicapped" students taking a VGLA or VSEP test who are eligible for services under Section 504 of the Rehabilitation Act of 1973. Provide the appropriate two-digit student disability status code as listed below (01-10 or 12-16). If more than one disability exists, select the student's primary disability.

- | | |
|--|---|
| 01=Mental Retardation | 09=Speech/Language Impairment |
| 02=Severe Disabilities | 10=Other Health Impairment |
| 03=Multiple Disabilities | 12=Deaf-Blind |
| 04=Orthopedic Impairment | 13=Autism |
| 05=Visual Impairment (including blindness) | 14=Traumatic Brain Injury |
| 06=Hearing Impairment/Deaf | 15=Otherwise Qualified Handicapped under Section 504 (not valid for VAAP) |
| 07=Learning Disability | 16=Developmental Delay (through age 8) |
| 08=Emotional Disturbance | |

25. **Disability Status-Section 2:** This field may be left blank as this information is no longer being collected. In the past, the field was used to indicate students classified as “Formerly Special Education” students, or those who were previously identified as having a disability under an IEP and were exited from special education services within the last two years. If data already has been reported in this field, it is NOT necessary to remove the data.
26. **X-Code-A:** This field should be left blank unless authorized by VDOE.
27. **X-Code-B:** This field should be left blank unless authorized by VDOE.
28. **X-Code-C:** This field should be left blank unless authorized by VDOE.
29. **SOA Adjustment-LEP:** This field should contain a value of **Y** if the student’s LEP Status is 1, 2, 3, or 4 **AND** the student has been enrolled in a Virginia public school for less than 11 semesters. Students who are in membership for the majority of days in a semester are considered to have been enrolled for that semester.
30. **SOA Adjustment-Transfer:** This field should contain a **Y** if the student meets any of the criteria below.
- Grades 3 – 8 and Content Specific History – Regular Schedule:** Students enrolled from another school division, another state, private school, or home instruction AFTER the 20th instructional day following the opening of school.
- OR**
- Grades 6 - 8 and Content Specific History tests –Block Schedule:** Students enrolled from another school division, another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the semester.
- OR**
- End-of-Course tests:** Students enrolled from another state, private school, or home instruction AFTER 20 instructional hours have elapsed since the beginning of the school year (or beginning of the semester, if on block schedules) following the opening of school.
- OR**
- All tests:** Students who have transferred out of and back into the division during the school year and have been carried in your division’s membership for 50% or less of the school year (or 50% of the semester for those on block schedules).
31. **AYP Adjustment-A (Transfer from within division) :** This field should be **A** if the student was enrolled in the division on or before September 30 of the school year and has been enrolled in the division continuously as of the date of testing. The student transferred from one school to another **within** the division during this time period.
32. **AYP Adjustment-B (Transfer from outside division from within Virginia):** This field should be **B** if the student was enrolled in Virginia public schools on or before September 30 of the school year and has been enrolled in the Virginia public schools continuously as of the date of testing. The student transferred from one division to another **within** Virginia during this time period.
33. **AYP Adjustment-C (Transfer from outside the state) :** This field should be **C** if the student was **not** enrolled in the Virginia public schools on September 30 of the school year and/or has not been enrolled in the Virginia public schools continuously as of the date of testing.

34. **AYP Adjustment-D (Student Classified as LEP and enrolled in U.S. schools less than 12 months)** : This field should be **D** for students who are classified as LEP (Level 1, Level 2, Level 3, or Level 4) and who have been enrolled in U.S. schools for less than 12 months. This includes LEP students who enrolled in a U.S. school on or after the first day of school in the 2008-2009 school year.

Note: For AYP Adjustments (Fields 31 through 34), the only valid combinations for a student record are A, B, C, D, AD, BD, or CD. No other combinations are valid.

35. **CTE Course & Tech Prep Program**: Select the appropriate value for Career/Technical Education students who meet the criteria below. The possible values for this field are as follows:

1=CTE Course Only

2=CTE Course & Tech Prep Program

1 - CTE Course Only

Select **1** - CTE Course only for all students (**grades 9-12**) who are enrolled in one or more Career and Technical Education course(s) during the same "real time" as an academic course(s) that require(s) a Standards of Learning End-of-Course test.

Career and Technical Education content areas are:

- Agriculture Education
- Business and Information Technology
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology Education
- Trade & Industrial Education
- Career Connections, including Special Programs

2 - CTE Course & Tech Prep Program

Select **2** - CTE Course & Tech Prep Program for **all** students who are enrolled in the secondary component of a Tech Prep program. **Note: A student who is enrolled in a Tech Prep program must also be enrolled in a Career and Technical Education Course(s).**

A Tech Prep program is defined as a program of study that:

- combines at a minimum of two years of secondary education (as determined under State law) with a minimum of two years of postsecondary education in a non-duplicative, sequential course of study
- integrates academic and career and technical instruction and utilizes work-based and work-site learning where appropriate and available
- provides technical preparation in a career field such as engineering technology; applied science; a mechanical, industrial, or practical art or trade; agriculture; health occupations; business; or applied economics
- builds student competence in mathematics, science, reading, writing, communications, economics, and workplace skills through applied, contextual academics and integrated instruction in a coherent sequence of courses
- leads to an associate degree or baccalaureate degree, or a postsecondary certificate in a specific career field
- leads to placement in appropriate employment or to further education

If you have questions about the Career/Technical Education fields, consult with your local Career and Technical Education Administrator. If you have further questions, call the Virginia Department of Education, Office of Career and Technical Education at (804) 225-2051.

36. **CTE Single Parent:** This field should contain a **Y** if the student (**grades 9-12**) is classified as described below.

Single parents

Students who are unmarried or legally separated from a spouse and have a minor child or children for whom the parent has either custody or joint custody.

37. **CTE Displaced Homemaker²:** This field should contain a **Y** if the student (**grades 9-12**) is classified as described below.

Displaced homemakers

Students who

- (1) have worked primarily without remuneration to care for a home and family, and for that reason have diminished marketable skills, have been dependent on the income of another family member but are no longer supported by that income, or are a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et.seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and
- (2) are unemployed or underemployed and are experiencing difficulty in obtaining or upgrading employment.

² CTE Note

If a CTE student has a Disability Status or is classified as LEP, or is coded as N-Code, do NOT complete CTE-Single Parent or CTE-Displaced Homemaker. If a student does NOT have a Disability Status or is NOT classified as LEP, or is not receiving a Free or Reduced-price Lunch, you may complete only ONE: CTE-Single Parent **OR** CTE-Displaced Homemaker.

38. **CTE Nontraditional Career:** This field should contain a **Y** if the student is classified as described below.

Non-traditional Career

Students who are classified as the non-traditional gender (**grades 9-12**) who are enrolled in one or more of the course(s) identified for Nontraditional Career Preparation and who are enrolled in academic course(s) that require(s) a Standards of Learning End-of-Course test. To determine this student population:

- Review the list *Secondary Programs Identified for Nontraditional Career Preparation in Virginia* found at <http://www.doe.virginia.gov/VDOE/Instruction/CTE/cters/procedure.pdf>
- Determine which courses from this list are offered at each high school and the nontraditional gender classification assigned to these courses; and
- Review the class roster for only the courses offered at your school for nontraditional career preparation. Identify only students classified as the nontraditional gender in these courses

39. **Special Code-A:** This field should be left blank unless authorized by VDOE.

40. **Special Code-B:** This field should be left blank unless authorized by VDOE.

41. **Special Code-C:** This field should be left blank unless authorized by VDOE.

42. **RP-Code:** This field should contain a **Y** for any student who is enrolled in a course that requires an SOL assessment AND who has been enrolled in a Regional Alternative Education Project during the 2008-2009 school year. If you have additional questions, contact your local Alternative Education Coordinator or contact the Virginia Department of Education, Office of Program Administration and Accountability at (804) 786-3340.

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43. **Local Use Data:** This alphanumeric field is available for optional use as prescribed by the school division. This field has a character limit of 9. Valid values are A-Z, 0-9, and blank. No special characters can be used.
44. **Online Testing:** This field should be left blank.
45. **Recovery:** This field should contain a **Y** if the student is classified as described in Appendix B.
46. **Retest:** This field should contain a **Y** if the student is classified as described in Appendix B.
47. **D-Code:** This field should contain a **Y** if the student is pursuing a Modified Standard Diploma and is classified as described in Appendix B. This field is valid for VSEP students only.
48. **Term Grad:**
This field should contain a **Y** if the student is attempting to accrue sufficient verified credits to graduate before August 31, 2008. This field is valid for VSEP students only.
49. **VGLA (Grades 3-8 Only):** This field should contain a **Y** if the student is taking a VGLA test. At least one of the fields, VGLA, VAAP or VSEP, must be marked **Y** for each test assignment. If the student's grade is 09 and the VGLA field contains a **Y**, the Recovery field must contain a **Y**.
50. **VAAP:** This field should contain a **Y** if the student is taking a VAAP test. At least one of the fields, VGLA, VAAP or VSEP, must be marked **Y** for each test assignment.
51. **VSEP (Grades 9-12 Only):** This field should contain a **Y** if the student is taking a VSEP test. At least one of the fields, VGLA, VAAP or VSEP, must be marked **Y** for each test assignment.
52. **Y-Code-A:** This field should be left blank unless authorized by VDOE.
53. **Y-Code-B:** This field should be left blank unless authorized by VDOE.
54. **Y-Code-C:** This field should be left blank unless authorized by VDOE.
55. **End of Record (REQUIRED):** This field must contain a **Y** at the end of a student record.

Updating Records via a Student Data Upload (SDU) File

An SDU file may, with some restrictions, be used to electronically update student data fields within PEMSolutions. The restrictions when electronically updating records are as follows:

- a) Test Code cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Test Code will create a new test assignment and the previous test assignment will remain unchanged.
- b) Group Name cannot be updated electronically for an existing test assignment. Re-uploading a student record with a revised Group Name for an existing test assignment will result in a rejected record with an error message stating a test assignment for that test code already exists. The original test assignment will remain unchanged.
- c) After a test has been processed within PEMSolutions, the test-specific data (e.g., Retest, Recovery, etc.) cannot be updated via an SDU file. The changes must be completed manually within PEMSolutions. The ability to complete test-specific data changes electronically will be a future enhancement to PEMSolutions.

Appendix A: Field Lengths – Bold fields are required

For Student Data Uploads, the student name fields (Last Name and First Name) will automatically have special characters removed and be truncated to the maximum allowed field length.

Column	Field Length	Field Description
1	8	Administration
2	11	<u>Student Last Name</u>
3	9	<u>Student First Name</u>
4	1	<u>Student MI</u>
5	60	<u>Login ID</u>
6	3	<u>Division Code</u>
7	4	<u>School Code</u>
8	6	Test Code
9	20	Group Name
10	10	Group Code
11	8	<u>Date of Birth</u>
12	2	<u>Grade</u>
13	1	<u>Gender</u>
14	10	<u>State Testing Identifier (STI)</u>
15	2	<u>Race/Ethnicity</u>
16	12	Student Number
17	1	<u>Title I/TAS</u>
18	1	<u>Student Category - Migrant</u>
19	1	<u>Student Category - Homeless</u>
20	1	<u>Student Category - Neglected or Delinquent</u>
21	1	<u>N-Code/Econ Disadv</u>
22	1	<u>LEP Status Code</u>
23	1	<u>LEP Proficiency Code</u>
24	2	<u>Disability Status – Section 1</u>
25	1	<u>Disability Status – Section 2</u> (no longer used)
26	1	X-Code-A
27	1	X-Code-B
28	1	X-Code-C
29	1	<u>SOA Adjustment - LEP</u>
30	1	SOA Adjustment - Transfer
31	1	AYP Adjustment-A
32	1	AYP Adjustment-B
33	1	AYP Adjustment-C
34	1	AYP Adjustment-D

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Column	Field Length	Field Description
35	1	<u>CTE & Tech Prep Program</u>
36	1	<u>CTE Single Parent</u>
37	1	<u>CTE Displaced Homemaker</u>
38	1	<u>CTE Nontraditional Career</u>
39	1	Special Code-A
40	1	Special Code-B
41	1	Special Code-C
42	1	<u>RP-Code</u>
43	9	<u>Local Use Data</u>
44	1	Online Testing (leave blank)
45	1	Recovery
46	1	Retest
47	1	D-Code
48	1	<u>Term Grad</u>
49	1	VGLA
50	1	<u>VAAP</u>
51	1	VSEP
52	1	Y-Code-A
53	1	Y-Code-B
54	1	Y-Code-C
55	1	End of Record

Bold fields are required.

Underlined fields are student-specific fields and must remain constant among all records for the same student.

Appendix B : Recovery, Retest, and D-Code Table

If a student is ...	Recovery	Retest	D-Code
<ul style="list-style-type: none"> RESUBMITTING an EOC collection of evidence for verified credit for the FIRST time AND after the regular administration Complete Retest for the specific VSEP subject(s) 	N/A	Y	N/A
<ul style="list-style-type: none"> RESUBMITTING an EOC <i>Reading</i> and/or EOC <i>Mathematics</i> collection of evidence for verified credit AND has participated in a remediation recovery program, Complete Recovery for the specific VSEP subject(s) 	Y	N/A	N/A
<ul style="list-style-type: none"> Promoted to grade 5, 6, 7, or 8 but failed the previous Grade's <i>Reading collection of evidence</i> and/or <i>Mathematics collection of evidence</i> and participated in a remediation recovery program, Complete Recovery for the specific VGLA subject(s) 	Y	N/A	N/A
<ul style="list-style-type: none"> Promoted to grade 9 but failed the Grade 8 <i>Reading</i> test and/or <i>Mathematics</i> test; NOT pursuing a Modified Standard Diploma; RESUBMITTING the Grade 8 <i>Reading</i> collection of evidence and/or <i>Mathematics</i> collection of evidence; and participated in a remediation recovery program, Complete Recovery for the specific VGLA Grade 8 subject(s) 	Y	N/A	N/A
<ul style="list-style-type: none"> In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and SUBMITTING Grade 8 <i>Reading</i> collection of evidence or Grade 8 <i>Reading</i> Cumulative collection of evidence and/or Grade 8 <i>Mathematics</i> collection of evidence or Grade 8 <i>Mathematics</i> Cumulative collection of evidence for the FIRST time, Complete D-Code for the specific VSEP subject(s) 	N/A	N/A	Y
<ul style="list-style-type: none"> In grades 9, 10, 11, or 12; pursuing a Modified Standard Diploma; and RESUBMITTING a Grade 8 <i>Reading</i> collection of evidence or Grade 8 <i>Reading</i> Cumulative collection of evidence and/or Grade 8 <i>Mathematics</i> collection of evidence or Grade 8 <i>Mathematics</i> Cumulative collection of evidence for the FIRST time after the regular administration Complete Retest and D-Code for the specific VSEP subject(s) 	N/A	Y	Y

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If a student is ...	Recovery	Retest	D-Code
<ul style="list-style-type: none"> In grade 9, 10, 11, or 12; pursuing a Modified Standard Diploma; RESUBMITTING a Grade 8 <i>Reading</i> collection of evidence or Grade 8 <i>Reading</i> Cumulative collection of evidence and/or Grade 8 <i>Mathematics</i> collection of evidence or Grade 8 <i>Mathematics</i> Cumulative collection of evidence; and participated in a remediation recovery program, Complete Recovery and D-Code for the specific VSEP Grade 8 subject(s) 	Y	N/A	Y

Note: Remediation Recovery is available as an option only for Reading and Mathematics tests. Remediation

Appendix C: Error Types

Data Problem	Description
Invalid Boolean value	Field must contain a Y or blank.
Invalid date	Field must be a valid date field.
Invalid numeric value	Field must contain a valid numeric value.
Missing value	Field was empty when it was a required field.
Value was larger than allowed	Field contained a value that was larger than the maximum that is allowed.
Value was too small	Field contained a value that was smaller than what is allowed.
Value cannot contain	Field contained a value that was not allowed.
Value must contain	Field can only contain a value of
Value is not in the set of values	Field contained a value that was not in a set of values. Example, Grade field must contain a K,01,02,03,04,05,06,07,08,09,10,11,12,TT
Value was not in a range	Field contained a value that was not in a range of values.
Invalid organization code	Tried to assign a Student to a School that does not exist.
Invalid test administration	Tried to assign a Student to a Test Administration that does not exist.
Invalid student test assignment	Tried to assign a Student to a Test that does not exist for the Test Administration.
Value contained a character that was not non-alpha or blank	Field contained a value that was not an alpha character or blank.
Value contained a character that was not an alpha character	Field contained a value that was not an alpha character.
Value contained a character that was not an alpha-numeric character	Field contained a value that was not an alpha-numeric character.
Value contained a character that was not alpha-numeric character or blank	Field contained a value that was not an alpha-numeric character or blank.
the student values did not match the existing student values	The First Name, Last Name, Gender, and Date of Birth demographics provided for the Student/STI did not match the currently loaded demographics for the Student/STI.
Value contained a character that was not a numeric or a blank	Field contained a value that was not a numeric or blank.
Invalid combination of values	Field contained a value that caused another field value to be invalid. Example, if LEP Status is 1 or 4, the accompanying LEP Proficiency Level 1-4 must be populated.
Missing State Testing Identifier	The State Testing Identifier provided does not exist.

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Appendix D: Uploading a Student Data Upload File

Once the student data file has been prepared, the file may be uploaded using the link

<http://www.pearsonaccess.com/va/>

After an authorized user is logged on, they will select the Student Data tab.

The screenshot shows the PEMSolutions website interface. At the top, there are navigation links: Orders, Your Account, Administrative Management, Support, and Logout. Below these are tabs: Home, Student Data (highlighted with a red circle), Test Setup, Test Scores, and Test Results. The current organization is listed as Virginia Dept of Education. The main content area is divided into four columns: Student Data, Test Setup, Test Scores, and Test Results. The Student Data column contains links for Student Data File Submission, Student Data Information, and Manage Test Sessions. The Test Setup column contains links for Participation Counts, Student Registration, and Manage Test Sessions. The Test Scores column contains links for Manage Scores. The Test Results column contains links for On Demand Reports, Published Reports, Request Printed Reports, and Request ATP. A sidebar on the left contains 'Latest News' and 'Assessment Dates' for 2007-2008 and 2008-2009.

From this screen they will need to select Student Data File Submission. The Student Data File should be submitted at the division level.

The screenshot shows the 'Student Data Overview' page. At the top, there are navigation links: Orders, Your Account, Administrative Management, Support, and Logout. Below these are tabs: Home, Test Setup, and Student Data (highlighted). The current organization is listed as Virginia Dept of Education. The main content area is divided into two sections: 'Student Data File Submission' and 'Student Data Information'. A red arrow points to the 'Student Data File Submission' section. The 'Student Data Information' section is also visible.

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Users will use the "Browse..." feature to select the Student Data Upload file to be submitted. Users may provide one or multiple e-mail addresses where the system will send a notification that your file is being "Processed."

Virginia DOE > Assessment Registration and Results

[Orders](#) | [Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Test Setup | **Student Data**

Overview | **Student Data File Submission** | Student Data Information

Current organization: **Virginia Dept of Education** [change organization](#)

Home > Student Data > Student Data File Submission

Student Data File Submission

[Return to Student Data Overview](#)

Select file to upload

[Browse...](#)

Select the student data file to send

File processing may require up to 24 hours

[Send Student File](#)

Use "Browse..." to select your Student Data Upload file.

Click to submit your Student Data Upload file.

Notifications

☒ Enable Email Notifications

A file status message will be sent to the following email addresses:

test1@pearson.com
test2@pearson.com

[Change Email Addresses](#)

Enter email address(es) to receive the status emails.

After the user submits a file, a processing step will validate the records and check for errors. All valid records will be uploaded into the PEMSolutions database. If an e-mail address was provided, a second e-mail notification will be sent once processing of the file is complete. The e-mail will detail the status of your file and provide you with a link to return to the PEMSolutions Website.

The Update Status of your file will appear in the table at the bottom of the Student Data File Submission screen. The table will display all of your file submissions beginning with the most recent submission. The table contains the following columns: Your Sent Files, Sent By, Sent Date, Status, and Messages. The Status column will indicate one of the following messages:

1. Processing: The file is still running through the editing process.
2. Rejected: File format was invalid or ALL of the records in the file were invalid.
3. Complete: All records were successfully uploaded.
4. Complete with problems: Only valid records were uploaded.

Upload Status

View the status of files submitted for your organization
No filters have been applied

Results: 1-5 of 183				
Your Sent Files	<input checked="" type="checkbox"/> Sent By	<input checked="" type="checkbox"/> Sent Date ▼	<input checked="" type="checkbox"/> Status	Messages
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:58 PM	Complete	All 34 records were successfully processed
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:56 PM	Complete with problems	3 records (9% of the file) had data problems.
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:55 PM	Processing...	Processing.
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:54 PM	Processing...	Processing.
C:\Documents and Settings\mcleca\Desktop\CAT NonWRT Student Data 07-25-20061.csv	Callum Mcleod	08/10/2006 01:54 PM	Processing...	Processing.

Click to view list of errors.

Student Data Upload (SDU) File Requirements

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If your file is "Complete with Problems" in the Messages column, a link will appear that indicates how many records were invalid and how much of the submitted file this represents.


Clicking on this link will take you to the screen below.

File Details





[Return to Student Data File Submission](#)

View File Details

File: **nwsum08_unit_test_file_HEW.csv** [download file](#)
Size: **13.4 Kb**
Sent By:
Sent Date: **08/26/2008 12:29 PM**
Status: **Rejected**
Message: **All the records in the file had data problems. The file must be corrected and sent again. Problems are encountered when the contents of your file does not match the the specified file format or data in the file is incorrect.**

 [Export to Excel](#)

Results: **1-4 of 4**

Students	Data Problems
 30	invalid organization code
 1	missing State Testing Id
 67	student values did not match the existing student values
 88	missing value

The table that appears will supply you with the number of student data records that contain a particular Data Problem. Refer to Appendix C of this document for a complete list of Data Problems and a brief description. Clicking on the "+" sign by the number of student data records will cause the display list to expand. The first 100 occurrences of invalid records and a description of the nature of the error will be displayed along with the State Testing Identifier (STI) associated with the invalid record.

You may also request an Excel file containing all errors.

Divisions are encouraged to review the entire student data file for the indicated error(s) before resubmitting the file. Once corrections have been made, the file may be resubmitted via the *Student Data File Submission* screen and all valid records will be uploaded into the PEMSolutions database. Each time a file is uploaded, a confirmation e-mail will be sent to the provided e-mail address(es) regarding the status.